



COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive
Beverly Hills, CA 90210-4817
(310) 285-1123
FAX: (310) 858-5966

www.beverlyhills.org

CITY OF BEVERLY HILLS

PLANNED DEVELOPMENT REVIEW

1. PRELIMINARY.

Prior to preparing the application, the applicant should first review the provisions of Ordinance No. 91-O-2127, as well as other applicable Code Sections, and consult with the City Departments/Divisions that will be involved in reviewing and processing the application (e.g. Building & Safety, Planning, Transportation, etc.)

The applicant is required to obtain conceptual approval of the project from the Building & Safety Division prior to filing the application.

PLANS ALSO MUST BE REVIEWED FOR COMPLETENESS BY THE PLANNING DIVISION STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS SUGGESTED THAT THIS BE DONE AT THE TIME OF CONCEPTUAL REVIEW BY THE BUILDING & SAFETY DIVISION.

2. PREPARING THE APPLICATION.

A complete application shall consist of the following items:

a. Application.

The attached application form must be completely filled out and signed. If the applicant is not the property owner, a letter of authorization from the owner shall accompany this application.

b. Conceptual Approval.

Two copies of the plans with conceptual approval stamps from the Building & Safety Division.

c. Environmental Assessment.

Please consult with staff regarding this requirement.

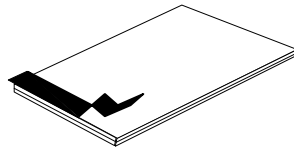
d. Architectural Plans.

12 sets of architectural plans, which include the following:

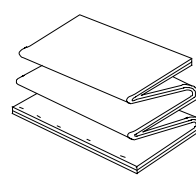
1. All plans drawn to scale, with the scale and a north direction arrow clearly indicated on each sheet.
2. A legend in the corner of each sheet listing the owner's or authorized agent's name, address and telephone number, and the project address.
3. Plot the entire parcel and dimension all pertinent data such as setbacks, site dimensions, proposed public right-of-way dedications/vacations, landscaped areas, etc. Indicate location, size, and species of existing trees and indicate which are to be removed.
4. Indicate all physical features, such as streets, buildings, walls (indicate height), driveways, alleys, landscaping (including street trees), etc.
5. Elevations and sections of the proposed structure(s). Accurate and legible height measurements shall be indicated on all elevations.
6. Floor and roof plans of the proposed structure(s). Floor plans are to specify the functions of all spaces on each floor and the square footages of each functional area/room.
7. All plans shall be folded as shown below:

Folding Directions

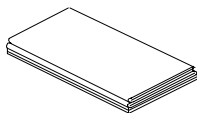
Step 1: Please remove all bindings.



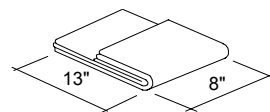
Step 2



Step 3



Step 4: Fold as flatly as possible.



All plans that are larger than 8"×13" are required to be folded to 8"×13", to fit in department files. Plans which are not folded **cannot** be accepted.

e. Zone Objectives Program.

The application is to include a program of implementation and operational measures which assure that the objectives of the subject zone are advanced. In conjunction with this program, a parking program is to be prepared and included.

f. Construction Management Program.

The application is to include a construction management program which addresses the following issues:

- Fugitive dust,
- Noise attenuation,
- Air quality,
- Hours of operation,
- Street circulation and parking,
- Employee parking,
- Truck routing and staging,
- Public notifications,
- Pedestrian safety,
- Holiday Season considerations,
- Truck traffic scheduling, and
- Coordination with other construction activities in the vicinity of the project.

g. Public Notice.

The planned development review process requires a public hearing which involves the issuance of a public notice. As such, the following materials are to be included with the application:

1. Two sets of self-adhesive Xerox™ or Avery™ labels with the names and addresses of all property owners in a single-family residential zone within 500 feet of the exterior boundaries of the project site and all property owners and residential occupants in zones other than single family within 300 feet of the project site. Also include the applicant's and/or agent's name and address. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. Mailing labels must be neatly typed on 8½"×11" sheets. Please do not abbreviate city names (Post Office request).
2. A written affidavit indicating that the mailing list is complete and up to date (a sample affidavit is attached).
3. **12 copies** of a map (minimum size 8½"×11") indicating each parcel of land and land use within 500 feet of the exterior boundaries of the project site. Every lot must be consecutively numbered and these

numbers must correspond to the numbers on the property owners list (see above).

4. A check to cover the cost of mailing two of the sets of labels listed in #1 above. Postage should be computed for each label at the rate listed on the current Fee Schedule. (The City will affix the address labels, postage, and return address to the envelopes.)
5. A check to cover the cost of publishing the notice in a local newspaper of general circulation.* (See current Fee Schedule)

h. ADDITIONAL INFORMATION.

Any other pertinent information which would help to better illustrate the proposal as it may effect/impact the neighboring property or properties (photos, illustrations...).

i. FILING FEE.

See current Fee Schedule.

* Note: The indicated charge is a *basic* charge for the publishing of a public notice in the newspaper. The applicant is subject to any additional publishing charges over and above the initially submitted amount.

**CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNED DEVELOPMENT REVIEW**

Project Address: _____

Legal or Assessor's Description: _____

Applicant (Owner)

Name: _____

Address: _____

City: _____

State & Zip: _____

Phone: _____

Fax: _____

Agent

Name: _____

Address: _____

City: _____

State & Zip: _____

Phone: _____

Fax: _____

Existing Site Information:

Site Size: _____

Floor area of existing structure: _____

Height of existing structure: _____ stories; _____ feet to the roof.

Present number of parking spaces: _____

Project Information:

Floor area of proposed addition or new structure: _____ FAR: _____

Height of proposed structure: _____ stories; _____ feet to the roof.

Proposed number of parking spaces: _____

Project Description: _____

Explain how the proposed project will advance the objectives of the zone (attach additional pages as necessary):

I, _____, have read and understand all statements including the supplement to application attached to this application. I am the property owner or authorized agent of the subject property. I hereby declare (affirm) that the foregoing statements, facts, and attached plans and materials are true and correct.

Signature of () Property Owner or () Authorized Agent

Date

I, _____, am the property owner of the subject property. I have read and understand all foregoing statements, and hereby authorize the processing of this application.

Signature of Property Owner

Date



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CITY OF BEVERLY HILLS **REQUIREMENTS FOR POSTED NOTICES**

In order to provide more direct notice to the public about pending projects, applicants are now being required to post a notice on site.

APPLICABILITY: Posted notices are required for all projects which are subject to Planning Commission review (development plan review permits, conditional use permits, variances, R-1 Permits, tentative tract maps, etc.)

PROCEDURE: After submittal of a complete application, applicants will be provided with a sign (30 X 40 inches) and will be responsible for posting it on the project site. More than one sign may be required for unusually large project sites or for sites with more than one street frontage.

The applicant will also be required to provide the City with an affidavit and photo to affirm that the sign has been properly posted.

FEES: See current Fee Schedule.

Please note that some sites will require more than one sign; some projects may require more than one posting.

MAILING LIST AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF BEVERLY HILLS) ss

I _____, hereby certify that, to the best of my knowledge and under penalty of perjury, the attached Ownership List correctly shows the names and addresses of all persons to whom all property is assessed, as they appear on the most current Los Angeles County Tax Assessor's roll, within the area described on the attached application and for a distance of _____() feet from the exterior boundaries of the property described on the attached application.

I further certify that, if required pursuant to the attached application, the attached Occupants List reflects all residential addresses within _____() feet from the exterior boundaries of the property described on the attached application that are not owner occupied.

I certify under penalty of perjury that the foregoing is true and correct.

Signed

Date